

High Country Cougar Safe Return to School Operational Procedures Plan

Please see EMSISD Learning Plan for district specific guidelines:
<https://www.emsisd.com/domain/7428>

General

- Within the first days of school, all students will receive age-appropriate personal hygiene lessons regarding hand washing, social distancing, and physical contact.
- Frequent handwashing reminder breaks will be built in every class schedule. Every elementary classroom has a classroom sink for this purpose.
- Hand sanitizing products will be available as much as possible.
- Shared equipment and devices will be cleaned between usage.
- Each faculty member or district level staff visitor entering a family classroom will immediately wash hands or use hand sanitizer.
- Every faculty member or district level staff visitor entering a room will wear face covering.
- Each teacher will have cleaning supplies to clean high contact areas frequently. Each teacher will receive two bottles of concentrated cleaner and paper towels to use in their classroom. These must be kept in a location not accessible to children. Custodians will refill cleaner as needed.
- Students are encouraged to bring a water bottle and latex-free face shield in addition to a personal mask and face shield. No one may drink directly from water fountains. Water fountains may be used to refill water bottles. If a student does not have a water bottle, the teacher will provide them with a disposable cup to use for water.
- Water Fountains Usage
 1. Students should bring their own water bottles.
 2. Water fountains to be used to refill water bottles only. Students without water bottles will be given a cup to use.
 3. Staff will supervise refilling of water bottles.
 4. Campuses will post a sign at water fountains stating that fountain is for refilling containers only.

Personal Protective Equipment (PPE)

- Students pre-K through grade 12 are asked to bring a face mask as part of basic school supplies. Masks or cloth face coverings will be required to be worn while at school and will be supplied by the campus if a student does not have them. Students may be allowed to wear face shields in addition to masks, but masks will be required as described below.
- All adults will be required to wear a face covering. When working alone with no one in the same room, adults may temporarily remove the face covering. If someone enters the room, employees should put on their face covering. For employees, face coverings must adhere to Board Policy DGA(LOCAL).
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- Students and staff will use face shields and plastic desk dividers during small group guided reading and phonics lessons. Early reading skills are based on sounds combining to make syllables and words, and it is vital for beginning and developing readers to see the teacher's mouth as he/she forms words and syllables. It is just as important for the teachers to see students' mouths to correct sound errors and formations. For this reason, students and teachers will not wear masks during small group guided reading however, additional safety precautions will be put into place during these lessons.
- Students and staff may use face shields during instruction that necessitates instructional modeling in areas other than guided reading. Students may need practice with articulation, fluency, and modeling on how to make proper sounds. Face shields provide staff and students the opportunity to more accurately demonstrate movement of the lips, mouth, and tongue to make sounds. This also may include delivery of specialized therapies such as speech, occupational therapy, physical therapy, and dyslexia.
- Students will not be required to wear face coverings at recess or when actively exercising in PE/athletics. Students will be encouraged to maintain social distancing when possible during these activities. Students will wear masks in transition to/from these areas.

- Students will wear face coverings in Music/Art/Fine Arts unless otherwise specified by the teacher according to activity and distancing.
- Lanyards will be provided for elementary students to attach masks when not in use.
- Teachers and staff may wear face shields when outdoors and performing work that would be problematic to accomplish with a face mask, such as greeting students and families during morning drop-off and afternoon pickup. Staff should remain socially distanced from others and should put their mask on before going back inside the building.
- Plastic desk partitions will be used in classrooms to provide additional separation of students. Where partitions are not feasible, additional precautions to maximize distancing will be made.

Arrival and Dismissal

- Students will be dropped off in car lanes, by buses, biking or walking between 7:05 - 7:25. Car drop off may be in the front lot (west) or back lot (east) according to grade level as follows:
 - ❖ Kinder, First, and Third grades will arrive at the front drive off High Country Trail.
 - ❖ Second, Fourth, and Fifth grades will arrive at the back drive off Bailey Boswell between HCES and Highland Middle.
 - ❖ Bikers/Walkers/Bus will enter the south door by the big playground. Students MUST use the crosswalk, which will be monitored by staff members.
 - ❖ Siblings may enter the door nearest the youngest sibling's classroom.
- All students will wear a face covering when arriving and when dismissing.
- Upon arrival, students will be greeted by an employee with hand sanitizer.
- All students will go straight to their classroom. In the classroom, they will read, eat, complete a warmup activity, work with the teacher, or quietly visit until 7:30 bell.
- Breakfast eaters will go to cafeteria to pick up a sack breakfast to take to their classroom for consumption.
- **To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class in the school.**
- Students will follow a staggered dismissal schedule to limit the number of students in the hallways:

- Bikers/Walkers (biking/walking off campus to meet parents <walk-ups> or walking home) dismiss at 2:30 from the south door that accesses the big playground.
- Day Care/Bus Riders dismiss at 2:35 to the bus area outside of the south door.
- YMCA dismiss at 2:35 to the cafeteria.
- Car Riders dismiss at 2:40. Car pick up will be assigned based on grade level as follows:
 - ❖ Kinder, First, and Third grade will dismiss at the front drive.
 - ❖ Second, Fourth, and Fifth will dismiss out of the back drive between HCES and Highland Middle School.
 - ❖ Older siblings will walk to the younger sibling dismissal area for pick up.
 - ❖ All families will be provided with two car signs, and one must be displayed at dismissal. If families need extra signs, or a new sign, they will contact the child's teacher. If families do not have their sign, they will be asked to show their driver's license and may be asked to check their child out from the office. Face coverings must be worn and social distancing applies.
 - ❖ For safety reasons, changes to dismissal plans should be reported in writing no later than 2:00pm each day.
 - ❖ If picking up students for early dismissal, please arrive by 2:00 to avoid traffic and wait times during dismissal. After 2:00 you will be asked to pick up your child from the designated car rider pick up area. Students will not be released from classrooms before parents arrive to check them out for early dismissal. Thank you for planning accordingly.
- To encourage social distancing and mitigate congestion, no parent or family member may do walk-up student pick up at the campus. If you plan to walk-up for dismissal, please wait at the gate to the city park lot. These students will dismiss as walkers. Staff will escort students all the way to the gate.

Classrooms

- Students will be grouped in homeroom classes called "families".

- Teachers should remove unneeded furniture and rugs to allow for maximum distance between students seating. Personal items should be taken home to allow for thorough cleaning of classrooms. All furniture that can not be sprayed and cleaned must be removed. (Including pillows)
- Students are assigned a desk or table area in the classroom for at least one week. Students will sit in their assigned space while in the classroom.
- Students remain in the classroom for all academic content areas. For students with multiple teachers (ELA/SS and Math/Science), the teachers will move into the homeroom classrooms while the students stay.
- Students will not share supplies but will use their own supply box/pouch and school supplies. (Manila paper, construction paper, tissues, baggies, and wipes will be merged into the classroom supply.)
- Students will take recesses with their “families” in separate outdoor areas.
- When working in groups or in close proximity, all students will be asked to wear face covering OR face shields. When working independently and socially distant, students may go uncovered.
- Teachers are encouraged to use outdoors for instruction as much as weather permits.
- Teachers will have cleaning supplies for use in the classroom. Cleaning supplies should be kept out of reach of children.

Common Areas

- Students will eat with their “families” in the cafeteria with distancing between “families” as much as possible.
- “Families” take recess breaks outside as weather permits. “Families” will be assigned to an outdoor area for each recess to ensure distancing between families. Students will wash hands upon reentering the building.
- Recess equipment may be used if governmental guidelines allow.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- All adults must wear face coverings in common areas.
- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.
- If transitioning to recess is out a nearby door, masks are not required.
- Lanyards will be provided for students to attach masks when not in use.
- The library will be used only when adequate time is allowed between classes for thorough table and surface cleaning. When possible, the librarian should conduct lessons and take check out books to homeroom classes.
- Teachers may store lunches in lounge refrigerators or heat up food in lounge area but should eat in an area that allows social distancing between colleagues.

- Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to common areas.
- Hallways will be marked with directional tape to ensure students walk on the right side of hallways.
- Lost and found items will be taken to the cafeteria stage at the end of the day by adults who find items. The custodian will place them in a large plastic bag marked "Lost and Found". Every three weeks, at progress report time, the lost and found items will be displayed on the HCES Facebook page for the next three weeks. After three weeks, items not claimed will be donated to a charitable organization, and the next lost and found bag items will be displayed.

Specials/Block

- Students will not wear masks at recess, in PE, or when not appropriate in Music/Art.
- Gyms will be used for PE with social distancing as much as possible. Outdoor areas may be used for PE when weather permits. Activities chosen for PE should use little shared equipment. If equipment is used, it should be sanitized between "family" usage.
- Music/Art classes may be in the Music/Art room or may be in the classrooms. Music classes will focus on music theory, use of percussion instruments, listening, and music memory with limited singing or use of wind instruments.
- The library will be used only when adequate time is allowed between classes for thorough table and surface cleaning. When possible, the librarian should conduct lessons and take check out books to homeroom classes.
- Scheduling and routes will be coordinated to minimize the number of students in the hallway transitioning to specials/block areas.

Visitors and Deliveries

- To maintain the cleanliness and sanitation procedures on our campus, at this time there are no parents, volunteers, tutors, or outside vendors (assemblies, programs, etc.) allowed in the school, cafeteria, or classrooms.
- In the case of a school required meeting, parents may attend in-person meetings while wearing face covering. At this time, all ARD meetings and 504 meetings will be held virtually.
- PTA Board meetings will be held via TEAMS set up by the principal and PTA president.
- To avoid large gatherings, we will plan alternate celebrations and special days to encourage parental involvement.

- For school related deliveries, items will be delivered to the front office while wearing a face covering and maintaining social distancing. Delivering outside food and drink is strongly discouraged.
- If a student has a medical appointment or needs to be signed out early, parents/guardians will come to front office while wearing a face covering and maintaining social distancing.
- To ensure sanitization of the campus and to mitigate congestion, no parents or family members may walk students to class.